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15 May 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 15 May 1953

1. General

a. Department of Defense Support - (continued item)

25X1A1d

(2) Department of Defense Support Staff Study - This study was completed, signed by the Chief of Logistics, and passed to the DD/P-Admin. for the first concurrence. It is still in the hands of DD/P-Admin.

(3) Department of Defense Support Briefing - A briefing was held for top level Agency personnel on 13 May in order to acquaint them, and through them all branches of the Agency, with the new policy directives and procedures.

25X1A1d

b. 1953 Fund Requirements List ("Shopping List") - (continued item)

This office continues to study the shopping list, awaiting approval of the DCI for obtaining funds to effect procurement.

25X1A1a

c. Large Requisitions for NE and FE Divisions - (continued item)

25X1A1a

25X1A1a

25X1A1a

The [redacted] FE requisitions have been reviewed. Approximately [redacted] worth of the items can be furnished from stock without replacement. The remaining [redacted] will require procurement. The review of the [redacted] NE requisitions is nearing completion. Preliminary figures indicate that a substantial portion of the NE requisitions can be furnished from stocks without replacement.

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d. Proposed Trip to Europe - (continued item)

Preparations for the trip to Europe by the Chief of Logistics are near completion. The Chief is taking with him comprehensive briefing material, with a number of portable visual aids.

2. Projects and Studies in Process

a. Project [REDACTED] - (continued item)

25X1A2g

25X1A1d

A conference was held with [REDACTED] representatives regarding cost estimates for construction and rehabilitation of two sites in the new area. It was decided that there is inadequate information available in Washington to prepare the estimates. A team is being sent to the sites to obtain additional data for preparation of the estimates.

25X1A2g

b. Reassignment [REDACTED] - (continued item)

No change, awaiting administrative plan from FE/3 field station.

c. Projected Logistics Support, Man-Strength - (new item)

25X1X4

This study has developed a procedure for converting the Agency's known material resources into man-strength as related to [REDACTED] activities. The study also brings to light that this office will be in a position in the near future to determine required logistical support based on T/O information provided by DD/P staffs or divisions.

3. Staff Items of Interest

25X1C15a

b. Radio Transmitters - (new item)

25X1A8a

A survey was made of the area divisions, Office of Communications, and the [REDACTED] relative to transmitters now in storage and owned by the Agency. This report was forwarded to the DD/P-Admin.

25X1C9c

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d. Communications Equipment - (new item)

25X1C4c

Data was obtained from Commo relative to 50 KV and 7½ KV mobile stations available for [REDACTED]

4. Transportation Division

25X1A1d

[REDACTED]

25X1A6a

b. Shipment of Individuals to the [REDACTED] - (new item)

25X1A1d

A meeting was held with representatives of the [REDACTED] to work out a plan for the transportation of certain individuals to the [REDACTED]. Two separate procedural plans were recommended whereby two aircraft will be used for the sea portion of the trip. Another meeting on this subject is scheduled with FE Division for obtaining their suggestions and/or concurrence.

25X1A6a

c. Agency Orientation Course - (new item)

25X1A5a1

This division dispatched chartered busses of [REDACTED] for transporting employees to the 10th Agency Orientation Course. The estimated cost of the transportation is \$950.

25X1A6a

d. Transportation for Personnel to and from [REDACTED] - (continued item)

25X1A5a1

Arrangements can be made with [REDACTED] for transporting Agency personnel to and from [REDACTED] warehouse at a cost of \$58 per day for one bus. Establishing this facility depends on the pending decision of the General Counsel as to the legality of the Agency furnishing its employees transportation from residence city to place of employment.

25X1A6a

5. Supply Division

a. Headquarters Warehousing - (continued item)

25X1A6a

The 25th of May has been set as the day to start the move of supplies and equipment to [REDACTED]

25X1A6a

b. [REDACTED] - (new item)

Procedures to cover requisitioning and accounting for material procured through GSA are now under study by the GSA Regional Office and the Depot.

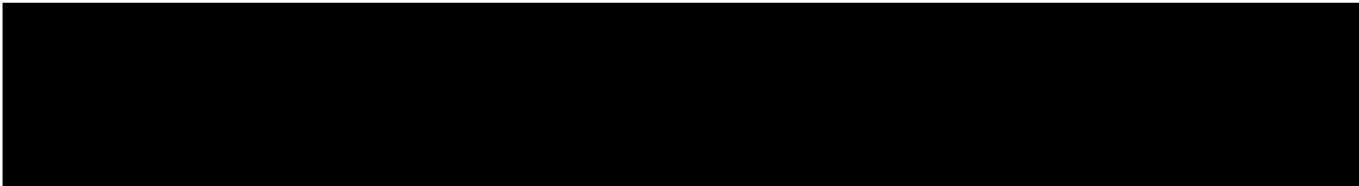
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c. Catalog Index - (continued item)

Compilation of the Supply catalog index was completed. It is now in reproduction for publication.

6. Procurement Division

25X1A5a1



b. Pennican Rations - (new item)

A problem has arisen relative to the price of Pennican Rations. The supplier states that he cannot continue to furnish the items at the contract price of \$1.9411, but that the costs have risen so that the minimum figure acceptable to him is now \$2.23 per ration. To complete the contract at the new price would require an obligation of an additional \$3,235. Negotiations on this matter will continue, although we have a good contract at the \$1.9411 per ration figure.

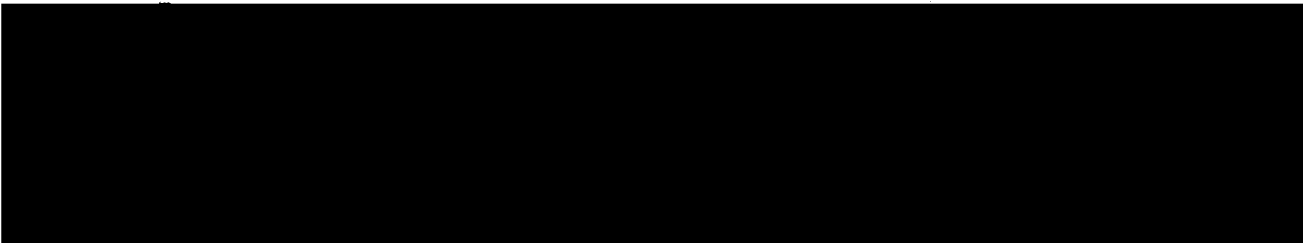
c. Trailers for Office of Communications - (new item)

Inquiries were received from prospective bidders for the new Communications trailers concerning certain technical features of the specifications. The closing date for submission of bids has been extended to 19 May because of the specification changes.

d. Radio Equipment Sets, RS-6A-(new item)

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Communications submitted a requisition for 2,500 RS-6A radio sets at an estimated cost of \$1,329,800. Negotiations will be conducted with [REDACTED], during the coming week with a view toward awarding a new contract.



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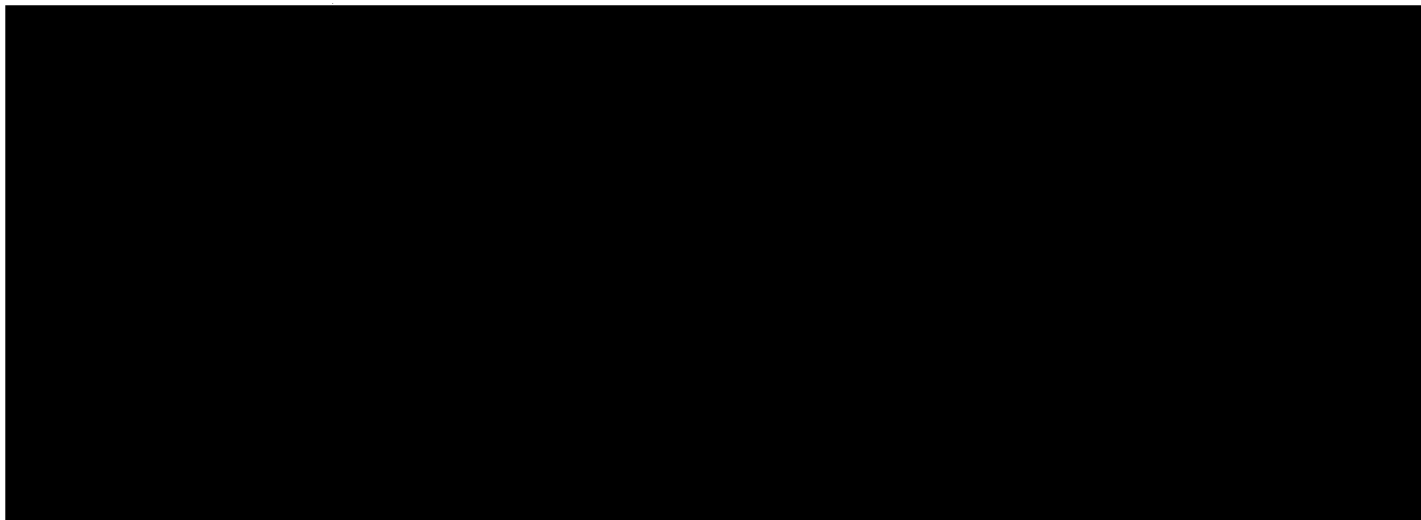
f. Procurement of Passenger Vehicles - (new item)

This Division has completed an advantageous trade-in passenger vehicles. Seven each 1951 model vehicles were procured and seven old vehicles were sold. The new and much better vehicles were obtained for \$113.65 less than the sale price of the old vehicles.

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g. Contract Documents

(2) Contracts pending and/or in process - 149

(3) Requisitions - by Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purch. Order</u>	<u>Total</u>
Brought fwd.	9	29	116	237	391
Received	25	23	40	173	261
Completed	29	28	7	148	212
Pending	5	24	149	262	440

(4) Purchase Orders issued 221 - Total \$69,340.78

7. Real Estate and Construction Divisiona. Projects

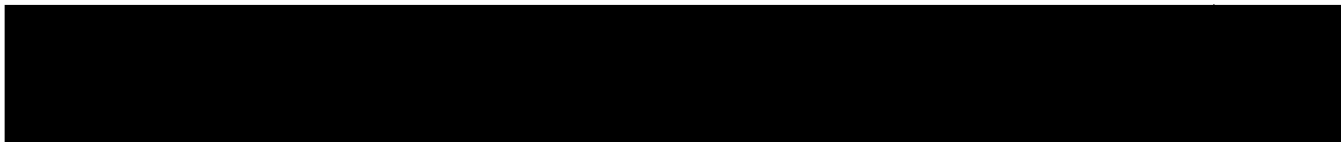
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(1) [REDACTED] (WE) - (continued item) - A site lay-out was furnished WE Division for inclusion in letter of agreement.

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(2) [REDACTED] (Commo) - (continued item) - Construction continues.

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(4) [REDACTED] (Commo) - (continued item) - (a) Survey of water supply system completed. The estimate, amounting to \$23,800, was furnished the ADD/A. (b) The survey of electrical systems at [REDACTED] was completed. The estimate, in the amount of \$24,000, was furnished the ADD/A. (c) Re Commo laboratory, a construction estimate, in the amount of \$252,406, was furnished the AD/OC. An architectural engineering firm was contacted [REDACTED] regarding

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a contract for the preparation of drawings and specifications to be completed in early June. Communications will be required to provide funds for this engineering work in advance of final PRC project approval.

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b. Other Items of Interest

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(1) Quarters for Commo Personnel on [REDACTED] - (continued item) - A meeting was held with the AD/OC concerning the findings and recommendations of the Real Estate & Construction officer who visited [REDACTED]. [REDACTED] may not go along with their leasing quarters for Agency personnel since they are not permitted to do so for their own people. The AD/OC agreed to take the next action to determine whether arrangements will be made for [REDACTED] leasing [REDACTED]. This office indicated that a qualified real estate leasing officer can be provided for the use of [REDACTED] or Commo when and if required.

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25X1A6a

25X1C4a

(2) Dependent Quarters, [REDACTED] - (continued item) - The contractor for the last eight of 16 houses under construction at [REDACTED] has advised that this Agency will be required to pay the full administrative expense of the contractor after 30 June due to the fact that [REDACTED] is terminating its construction contract as of that date. It is estimated that this would increase the cost of the last eight houses by from \$40,000 to \$60,000. The contractor was advised to (a) complete the first group of eight houses (assumed to be 100% complete since they were 95% complete on 31 March 1953), (b) stop work on second group of eight houses as of 15 May 1953, and (c) furnish by 1 June 1953 complete accounting for funds expended to date for first and second groups of houses. Our representatives in the field have been requested to obtain lump sum bids for completion of the second group of eight houses from local contractors. [REDACTED] is in agreement with the above action, and does not object to a 30-day delay in the completion of the houses if we can save the Agency the unexpected additional administrative costs above mentioned.

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25X1A6a

(3) SR Requirements for Training Site - (continued item) - Representatives of this and SR Divisions inspected [REDACTED], as a possible site for SR training. It was decided that this is not a suitable site due to too many other activities being located in the area. This Division has requested an additional listing of specific requirements before continuing the search for a suitable site.

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(4) Closing [REDACTED] - (new item) - The Real Estate and Construction representative is in [REDACTED] for removal of equipment and poles and is making the necessary arrangements for restoration of the property. The equipment is to be shipped to Washington.

JAMES A. GARRISON
Chief of Logistics

LO/SS/JCB:cc (14 May 1953)

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